

Purchase Order Increase/Decrease Request Form

Building/Department: _____ Date: _____

Purchase Order #: _____

Vendor: _____

Original Amount: _____

Budget Code: _____

Additional Adjustments Requested (check one):

Increase: _____

Decrease: _____

Liquidate: _____

Reason/Explanation: _____

Requested by: _____

Supervisor: _____

Business/Purchasing Office Approval: _____